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<b>Job Title</b>	Assistant Director
<b>PVN ID</b>	HO-1708-001989
<b>Category</b>	Managerial and Professional
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	Continuing Education and Workforce Devel
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$44,000.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 08, 2017 (Or Until Filled)

## General Description

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Hostos Community College's Division of Continuing Education and Workforce Development (CEWD) offers a wide range of programs to thousands of individuals each year. CEWD provides affordable quality career training, education, personal enrichment and community programs.

### **PROGRAM DESCRIPTION:**

CUNY in the Heights (CITH) is a part of Hostos Community College's Division of Continuing Education & Workforce Development. CITH serves the Inwood, Washington Heights and Northern Bronx community and provides a large variety of quality certificate programs for students at various points in their educational journey, as well as quality programming for families.

### **GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

The Assistant Director will provide oversight of day to day operations, including managing programmatic staff and instructors. Work with the Executive Director and program staff to sustain and grow programs and service. Create plans to meet productivity and programmatic goals to ensure CITH provides quality programming and generates revenue. Evaluate CITH program staff and instructors. Prepare periodic reports for the Executive Director to track accomplishments. Review performance data and financial reports. Schedule and conduct regular staff meetings with all staff and provide on-going supervision to staff. Conduct staff evaluations. Assist with internal and external correspondence and draft presentations. Assist with additional professional tasks or special projects as needed. Play an integral role in program planning and implementation. In conjunction with the Executive Director of CUNY in the Heights, help identify new revenue generating opportunities and oversee marketing and branding for CITH.

## Other Duties

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### Supervising Programmatic Staff

- Set the tone for CITH staff, establish high expectations for individual staff members and for program quality, lead by example, and use program data to manage performance and focus staff members on program goals.
- Oversee CITH programs, including curriculum and class schedule.
- Supervise, train and evaluate program staff and instructors.

## Qualifications

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### Core Competencies:

- Capacity to analyze data and use it to make programmatic recommendations to the Executive Director
- Skills in providing guidance on program policies and procedural decisions
- Ability to develop and maintain partnerships with other departments within CEWD and college-wide
- Experience managing noncredit classes, afterschool programs, and/or revenue generating programs
- Knowledge of how to identify opportunities for revenue generation such as grants or contracts
- Excellent interpersonal skills and the ability to develop partnerships with other organizations
- Capable of developing program presentations
- Ability to work independently and collaboratively in a demanding and complex work environment, to carry out complex assignments in a timely manner, and to adapt to changing situations and priorities
- Demonstrated interest in working with diverse populations in low-income neighborhoods
- Ability to analyze data for continuous program improvement
- Computer skills should include MS Office suite (Word, Excel, Access, PowerPoint)
- Able and willing to perform other duties as assigned
- Available to work some Saturdays and evenings as needed

### Qualifications:

- Bachelor's degree preferred but not required
- At least three years of experience in managing and supervising staff
- Two years of experience in education or social service programs
- Two to three years of leadership experience (preferred)
- Program development experience (preferred)
- Ability to work independently and as part of a team
- Well-organized
- Proficient in Technology and Internet

Position will remain open until filled

